

School & Community Nutrition

Free and Reduced Price Eligibility System Software

QuickStart Instructions

QuickStart instructions should only be followed if you have used the Eligibility System software previously and have retained your data. You should already have completed the setup/download instructions.

You may access complete User Instructions from the SCN On-Line Reporting page at <https://kyeascn1.state.ky.us/nutrition/reporting.asp>

- ☒ You will find **SYSTEM WARNINGS** marked with an ☒ throughout this manual. These warnings describe system compliance issues or warning regarding data input.
 - ☒ If you don't see Elig2000 in your Programs menu, the Free and Reduced Price Eligibility System software is not properly installed. Refer to the [download/setup instructions](#) referenced above.
 - ☒ The Eligibility System software will only allow data entry from July 1 until November 15.
 - ☒ You may only convert existing data into the system once. If you need to reinstall the converted data, you must uninstall the Eligibility System software and then reinstall.
 - ☒ Deletions performed in any area of the Eligibility System are **NOT RECOVERABLE**.
 - ☒ Minus signs are not permitted in any numeric fields.
 - ☒ When entering prices, enter as 1.25 , .70, .95, etc.
 - ☒ Enter Y2K compliant dates (e.g., 08/30/1999) in all data fields.
 - ☒ When entering income information, do not include any commas, decimals, etc. , and **ALWAYS** use whole dollar amounts.
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To use the Free and Reduced Price Eligibility software:

1. Click Start.
2. Click Programs.
3. Click Elig2000.
4. Leave both fields blank the first time you sign on and click OK.
5. On the Main Menu, click Table Maintenance.
6. Click Maintain Users.
7. Assign yourself a User Name and Password, type in your name and make sure Function is set to ADMN.
8. Click the Save button.
9. Click Exit to return to the Table Maintenance Menu.
10. Click Utilities.
11. Click the convert Existing Data button.
12. Using the pull-down menu, choose the drive where the old files are located (default was C:\ drive).
13. Using the directory on the right, locate the folder that contains the old records (default was C:\Eligwin folder).
14. Click OK. Files may take a few minutes to convert.
15. When the conversion is complete, click OK and return to the Main Menu to verify or complete any Table Maintenance fields and Utility functions (see full manual for further instructions).

When you are ready to exit the Eligibility System, return to the Main Menu and click Exit.

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